

## **User Guide:**

### **Start-up guide on how to use the new Environmental Site Registry – July 2011**

In order to submit a Record of Site Condition (RSC) on the Ministry of the Environment's new Environmental Site Registry (ESR), you must be registered as a Qualified Person (QP) with the MOE for the purpose of creating and submitting RSC.

[How to register as a QP](#)

[How to find the new RSC form](#)

[How to save a draft RSC](#)

[How to create a one-key account](#)

[How to retrieve saved RSCs](#)

[How to submit your RSCs](#)

[How to submit another RSC](#)

[Questions](#)

#### **How to register as a QP**

You must provide proof of your professional qualifications in order to obtain a user name and password to access the QP functions of the Registry. To provide this proof, you must:

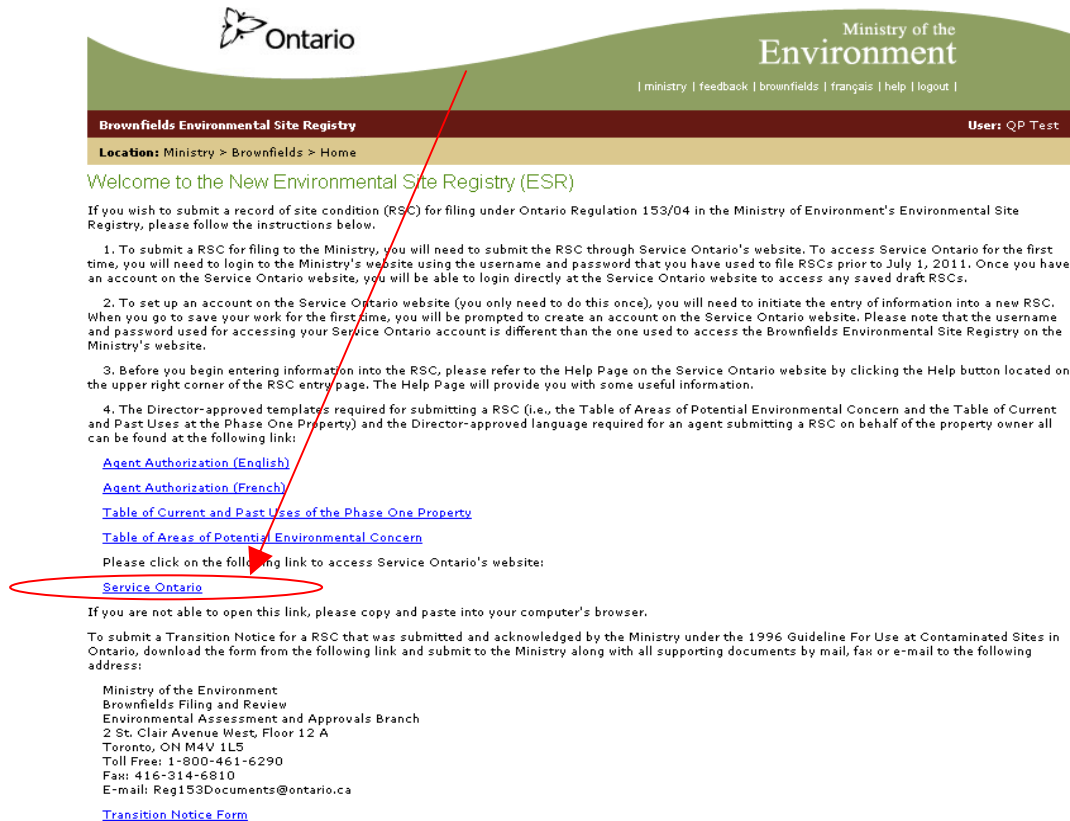
1. Obtain the [Qualified Persons Registration Form](#) from the MOE website
2. Complete the Registration Form and fax it to the Environmental Site Registry Office at 416 314-6810

Once the ministry receives a completed Registration Form, the QP will be provided with a unique user name and password from the Ministry. This will allow access to the special QP functions of the Registry.

## How to find the new RSC form

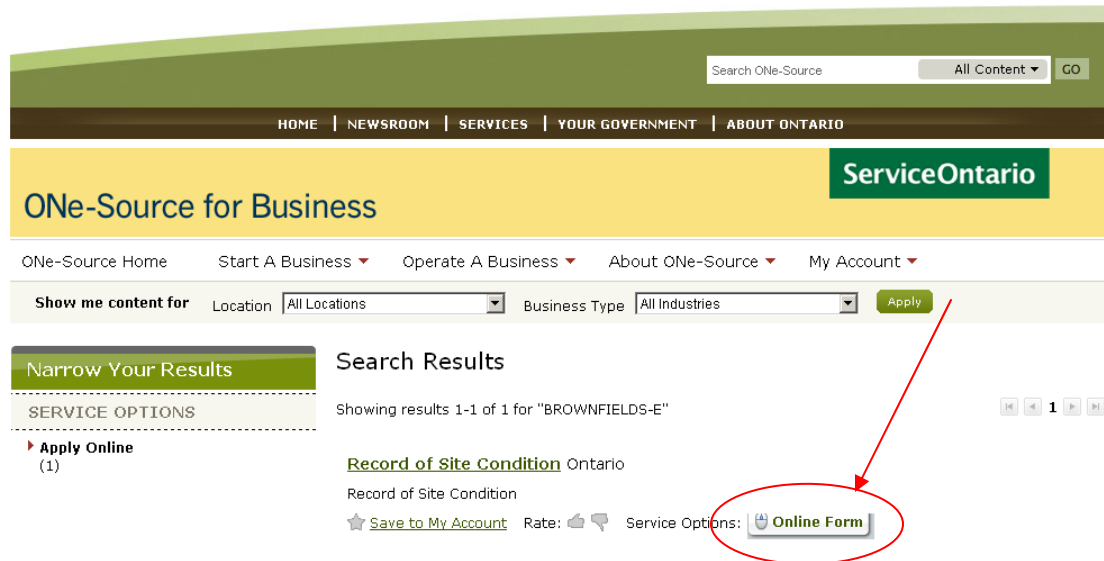
To find and submit a RSC form, you need to log in to the MOE's new ESR site as a QP. Once on this page, you will see the link **"Service Ontario"** (See Figure 1.)

Figure 1,



Clicking on this link will take you to the ServiceOntario site. On this page you will see a link to the RSC form. Click on **"Online Form"** (See Figure 2.) to display the new RSC form. Please make sure not to close the main Service Ontario page on which the link to the RSC form was displayed, it is required to run behind the RSC form for the site to function properly. If you close this window your session will be terminated and your changes may not be saved.

Figure 2.



Search ONE-Source  All Content

HOME | NEWSROOM | SERVICES | YOUR GOVERNMENT | ABOUT ONTARIO

ServiceOntario

ONE-Source for Business

ONE-Source Home Start A Business ▾ Operate A Business ▾ About ONE-Source ▾ My Account ▾

Show me content for Location:  Business Type:

Narrow Your Results

SERVICE OPTIONS

► Apply Online (1)

Search Results

Showing results 1-1 of 1 for "BROWNFIELDS-E"

[Record of Site Condition](#) Ontario

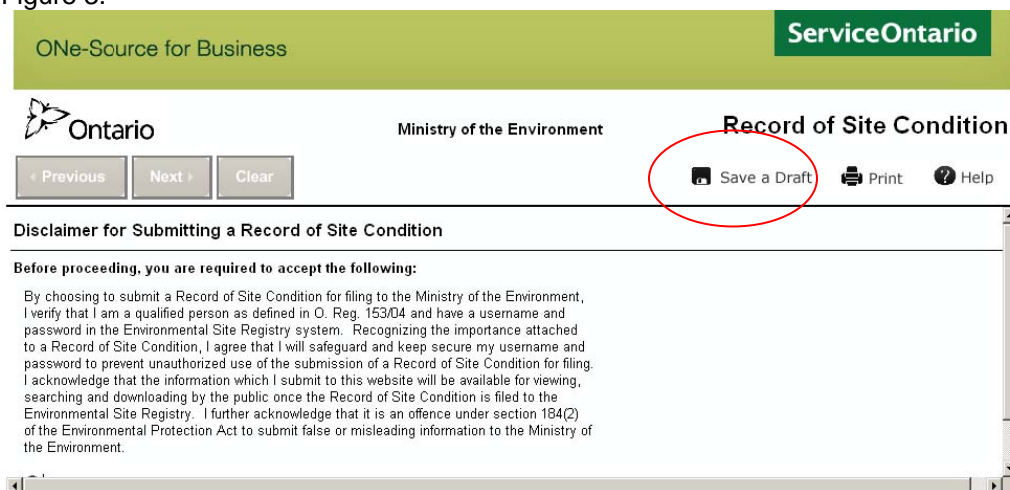
Record of Site Condition

★ [Save to My Account](#) Rate:   Service Options:

### How to save a draft RSC

At any point while filling out your RSC, you may click on "Save a Draft" on the top right corner of the form to save your work (see Figure 3). In order to save and retrieve your draft RSC, you need to create a ONE-Key account. Once you have created a ONE-Key account, you can access your saved and submitted RSCs through this account at the ServiceOntario site and will not have to go to the MOE new ESR site.

Figure 3.



ONE-Source for Business ServiceOntario

Ontario Ministry of the Environment Record of Site Condition

Disclaimer for Submitting a Record of Site Condition

Before proceeding, you are required to accept the following:

By choosing to submit a Record of Site Condition for filing to the Ministry of the Environment, I verify that I am a qualified person as defined in O. Reg. 153/04 and have a username and password in the Environmental Site Registry system. Recognizing the importance attached to a Record of Site Condition, I agree that I will safeguard and keep secure my username and password to prevent unauthorized use of the submission of a Record of Site Condition for filing. I acknowledge that the information which I submit to this website will be available for viewing, searching and downloading by the public once the Record of Site Condition is filed to the Environmental Site Registry. I further acknowledge that it is an offence under section 184(2) of the Environmental Protection Act to submit false or misleading information to the Ministry of the Environment.

### How to create a ONE-Key account:

When you click on "Save a Draft", a pop up window appears. Click on the "Create an Account" button on the pop up window to proceed (Figure 4)(NOTE: this will only happen if you have not already created an account). The pop up window will close, and the main ServiceOntario page that was running behind the RSC form will re-direct to the ServiceOntario page where you can create your One-Key account.

Figure 4

The screenshot shows a green header bar with "ONe-Source for Business" on the left and the "ServiceOntario" logo on the right. Below the header, a white box contains an error message: "Sorry, we can not save your online form." followed by "You can save a draft of your form by creating a ONe-Key account." At the bottom of this box are two buttons: "Close" and "Create an Account". The "Create an Account" button is circled in red, with a red arrow pointing to it from the "Form Details" section on the right. The "Form Details" section lists: Form Name: Record of Site Condition, Form Number: BROWNFIELDS-E, and Submitted To: Ministry of Environment.

Proceed through the steps by following the prompts on the site to create your One-key account. Figures 5 through 9 illustrate the screens you will progress through to create a ONe-Key account.

Figure 5

The screenshot shows the ONe-Source for Business homepage. At the top is the Ontario logo and "Ontario.ca". Below is a search bar and a navigation menu with links: HOME, NEWSROOM, SERVICES, YOUR GOVERNMENT, and ABOUT ONTARIO. The main header is yellow with "ONe-Source for Business" and the "ServiceOntario" logo. Below the header is a navigation bar with links: ONe-Source Home, Start A Business, Operate A Business, About ONe-Source, and My Account. On the left is a sidebar titled "About ONe-Source" with links: What is ONe-Source?, How to Sign Up for My Account, FAQ, Help, ONe-Source News, Contact ONe-Source, and ServiceOntario Privacy Statement. The main content area is titled "How to Sign-Up for My Account" and lists benefits of signing up. A text box on the right says "Please click here and follow the instructions" with a red arrow pointing to a red button labeled "Sign-up for an account" at the bottom, which is circled in red. The steps listed are: 1. Create a ONe-key username and password, 2. Tell us a bit about your business by creating a Business Profile, and 3. Login with your ONe-key username and password to access your My Account.

Figure 6

## One-key Registration – Step 1 of 3

### Step 1 - Create your ID and Password

After completing the One-key registration you will be returned to One-Source for Business

#### \* Required input completed

\* One-key ID:

**PLEASE NOTE:** Your One-key ID can not be recovered in case you forget it. Please create a One-key ID that you will remember.

#### One-key ID Checklist

- ✓ Must be 8 to 16 characters (letters, numbers, underscore)
- ✓ Must contain letter(s)

#### More Information

[Expand to read Notice of Collection](#) >

If you have any questions about One-key please call ServiceOntario at 416-326-1234 (GTA) or 1 800-267-8097.

\* Password:

Password strength: Stronger

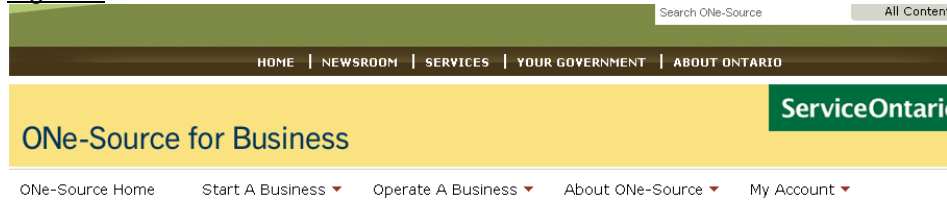
\* Re-Enter Password:

**PLEASE NOTE:** The password is case sensitive (i.e. G@alt is NOT the same as g@alt).

#### One-key Password Checklist

- ✓ Must be 8 to 16 characters
- ✓ Must contain upper case letter(s)
- ✓ Must contain lower case letter(s)
- ✓ Must contain number(s)
- ✓ Must contain symbol(s) such as !, @, #
- ✓ One-key ID and Password cannot be identical
- ✓ Both passwords must match

Figure 7



The screenshot shows the One-Source for Business homepage. At the top, there is a navigation bar with links: HOME, NEWSROOM, SERVICES, YOUR GOVERNMENT, and ABOUT ONTARIO. Below this is a large yellow banner with the text "One-Source for Business" and the ServiceOntario logo. Under the banner, there are links: One-Source Home, Start A Business, Operate A Business, About One-Source, and My Account.

### You're Almost Done

Now that you have a One-key user name and password, please take a moment to tell us a bit about your business. Fill in your business details; use it to customize your search and pre-populate your forms.

#### \*Required Fields

\*Business Name

\*Email

\*Confirm Email

\*Where in Ontario is/will your business be located?

\*Business Type (e.g. Restaurant)

\*Would you like to complete your full Business Profile? (information used to pre-populate online forms)

☐ Yes ☒ No

\*Would you like One-Source to pre-populate forms such as permit and licence applications with your information?

☒ Yes ☐ No

I would like to receive email notifications for:

Figure 8

## ONe-key Registration - Step 3 of 3

### Step 3 - Complete Registration

To complete the registration for your ONe-key ID, please indicate your acceptance of these Terms and Conditions by entering your password and selecting "I Agree" below. To cancel the registration process select "Cancel".

ONe-key ID: **thoneandonly**

**PLEASE NOTE:** Your ONe-key ID can not be recovered in case you forget it. Please make a note of it now.

Password:

#### Terms and Conditions of Use :

(At a later date you can view or print these Terms and Conditions from the "Manage My Account" page)

In return for the Ministry of Government Services providing you with a ONe-key ID, you agree to abide by the following Terms and Conditions of Use:

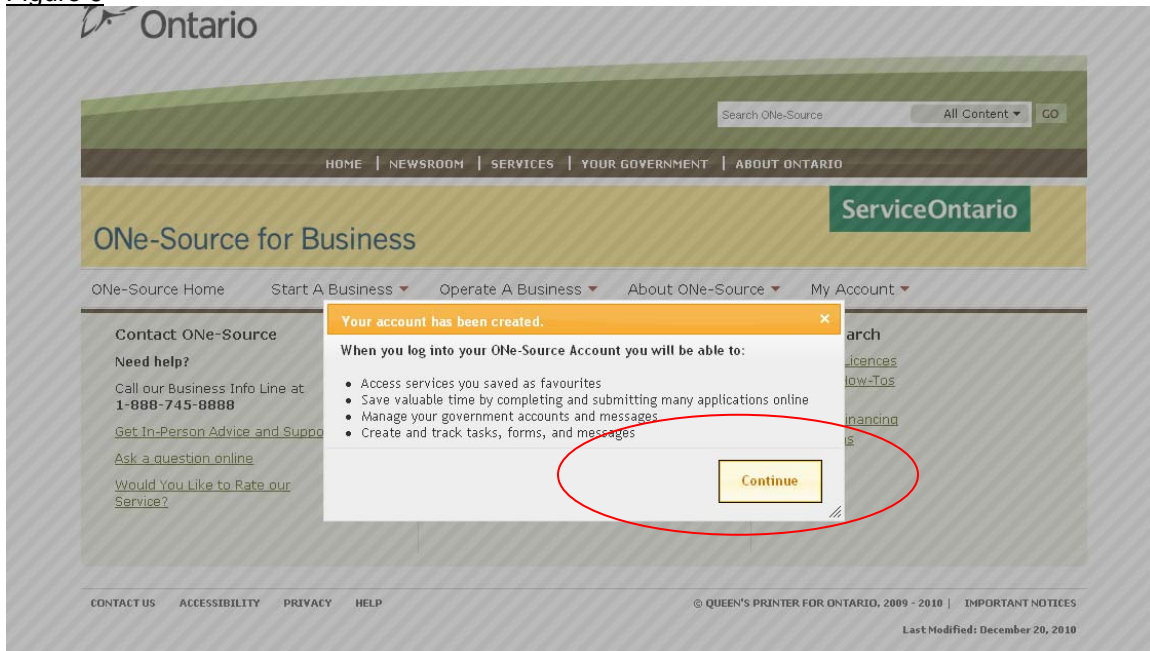
1. You understand and accept that you are at all times responsible for your ONe-key ID, Password and Recovery Questions, Answers and Hints.
2. If you suspect that others have obtained them, you are responsible for either changing your password or asking the services that you are enrolled in to revoke your access privileges. If you choose the latter, you will have to create a new ONe-key ID and Password, you will also have to request new enrollment information from the services with whom you

Once you've selected "I Agree", you will be returned to ONe-Source for Business

**I Agree**

**Cancel**

Figure 9



After you have successfully created your ONe-key account (Figure 9), you will be on "ONe-Source for Business" page (Figure 10).

Under "Activity" tab you will find all of your activities including forms you have saved or submitted. See Figure 10

Figure 10

ServiceOntario

ONe-Source for Business

ONe-Source Home

Operate A Business

About ONe-Source

My Account

My Business

An Excellent Business

Add New Business

Redeem Your PIN

Saved Results (0)

Activity

Government Accounts

Business Profile

Preferences

Online Transactions

All Online Transactions

Draft Online Transactions (0)

Submitted Online Transactions (0)

Save your Online Form

Continue

HOME | NEWSROOM | SERVICES | YOUR GOVERNMENT | ABOUT ONTARIO

ServiceOntario

ONe-Source for Business

ONe-Source Home

Start A Business

Operate A Business

About ONe-Source

My Account

My Business

An Excellent Business

Add New Business

Redeem Your PIN

Saved Results (0)

Activity

Government Accounts

Business Profile

Preferences

Online Transactions

All Online Transactions

Draft Online Transactions (1)

Submitted Online Transactions (0)

Online Transactions (Most Recent)

View All Online Transactions

Form Name	Destination	Last Updated	Status
Record of Site Condition	Ministry of Environment	2011-06-29	ACTIVE

To-Dos (Most Recent)

View All To-Dos

Title	Description/Notes	Due Date	Status
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ServiceOntario

ONe-Source for Business

ONe-Source Home

Start A Business

Operate A Business

About ONe-Source

My Account

My Business

An Excellent Business

Add New Business

Redeem Your PIN

Saved Results (0)

Activity

Government Accounts

Business Profile

Preferences

Online Transactions

All Online Transactions

Draft Online Transactions (1)

Submitted Online Transactions (0)

Online Transactions (Most Recent)

View All Online Transactions

Form Name	Destination	Last Updated	Status
Record of Site Condition	Ministry of Environment	2011-06-29	ACTIVE

To-Dos

All To-Dos

Overdue To-Dos (0)

In Progress To-Dos (0)

Completed To-Dos (0)

Create New To-Do

Government of Ontario - ONe-Source for Business - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back

Forward

Home

Search

Star

Print

Stop

Reload

Go

Links

Address https://www.dev.mba.ebr.gov.on.ca/wps/myportal/mba\_pub/ut/p/4/04\_588x8xLLM9M55dyb8e9CP31gsT01.1oh

Ontario

Ministry of the Environment

Record of Site Condition

Previous Next Clear

Save a Draft

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## How to retrieve saved RSCs

In order to retrieve a draft of your RSC (as well as any RSCs you have submitted after July 1, 2011), you need to log into ServiceOntario site using your ONE-key user id and password (Figure 11). After navigating to the ServiceOntario site at [www.ServiceOntario.ca/business](http://www.ServiceOntario.ca/business), click on "My Account" and select the "Log in" option. Enter your username and password as prompted.

Once you have logged in select the Activity tab to view your saved/submitted RSC forms.

Figure 11

The screenshot shows the ServiceOntario website interface. At the top, there is a search bar and navigation links. The main header includes "ONE-Source for Business" and "ServiceOntario". A red circle highlights the "My Account" dropdown menu, which contains "Log in" and "Sign up" options. Below this, a "Login" form is shown with fields for "ONE-key ID:" (containing "theoneandonly") and "Password:" (masked with dots). A "Login" button and a "Forgot Your Password?" link are also present.

Below the login form, the "My Account" dropdown is expanded, showing "Log in" and "Sign up" options. A red circle highlights the "Log in" option. Below this, the "Activity" tab is selected, showing a list of online transactions. A red circle highlights the "Record of Site Condition" form, and a callout box points to it with the text "Click to view your RSC".

Form Name	Destination	Last Updated	Status
Record of Site Condition	Ministry of Environment	2011-06-29	ACTIVE



### **How to submit your RSCs**

After you have filled out the mandatory fields on the RSC forms and attached the appropriate attachment, the "Submit" button will become available to you and you may proceed with submitting the RSC.

After submitting your RSC, you will see a confirmation message with a confirmation ID, confirming your RSC has been submitted to the MOE.

### **How to submit another RSC**

In order to submit another RSC after you have saved or submitted a RSC, you need to log in to the MOE's new ESR site as a QP. Once on this page, please follow steps under "[How to find the new RSC](#) form" to submit a new RSC to the MOE.

## **Questions?**

If you have any questions and for further assistance, please contact:

Ministry of the Environment  
Environmental Site Registry Office  
Environmental Assessment and Approvals Branch  
2 St. Clair Avenue West, Floor 12A  
Toronto, ON M4V 1L5  
Telephone: 416-314-8001 or 1-800-461-6290  
Fax: 416-314-6810